

Permit Fee Due:
\$ _____
Date Received & By:

City of Las Vegas

Film Permit Application

ORDINANCE 10-08: AN ORDINANCE AMENDING ARTICLE V, SECTION 12-5-12 TEMPORARY USES C. 8. MAJOR MOVIE, VIDEO AND SIMILAR RECORDING PRODUCTIONS OF THE ZONING ORDINANCE

WHEREAS, Las Vegas has been a movie location since 1913; and since then approximately 40 feature films and 35 silent movies have been filmed in Las Vegas; and

WHEREAS, the movie industry continues to see Las Vegas as prime film location because of its cultural/historic resources and variety of landscape; and

WHEREAS, the filming of any production within the City of Las Vegas brings positive benefits and the City of Las Vegas openly welcomes the film industry to the community; and

WHEREAS, Las Vegas citizenry has requested that the Mayor and City Council establish ordinances, policies, and procedures that will provide guidance and improve the film production process in the community, thereby, enhancing the benefits to local businesses and residents; and

WHEREAS, film productions have in general; benefitted the local economy; and

WHEREAS, the City of Las Vegas Zoning Ordinance Section 12-5-12 Temporary Uses Item 8, requires that all Major Movie, Video and Similar Recording Productions apply for a temporary use permit on forms provided by the City, and that they shall follow all procedures, pay all assessed fees and provide the requested information contained in the application form.

NOW, THEREFORE BE IT RESOLVED, by the Governing Body of the City of Las Vegas, New Mexico, that ARTICLE V, C. 8. Major Movie, Video and Similar Recording Productions Section 12-5-12 TEMPORARY USES of the Zoning Ordinance be hereby amended as follows:

- A. Permitted in any district with approval by the Community Development Department.

- B. Film productions must submit for a Temporary Use Permit, hereinafter “Film Permit,” for preliminary approval at least forty five (45) days prior to the intended dates of filming on forms provided by the City. At a minimum, dates and exact locations must be provided on the preliminary application. Film productions are encouraged to advise the City prior to the 45 day requirement.
 - 1. An exception to the 45 day requirement may be made by the City Manager in situations wherein circumstances prevent the production from meeting this requirement. Request for the exception must be written and include proper justification.
- C. Maximum length of use shall be determined by application, per B. above.
- D. A Film Permit application in excess of twenty (20) days per quarter of a calendar year shall require a public hearing before the City of Las Vegas Council, prior to approval of a Film Permit.
- E. A Film Permit application with nineteen (19) days or less per quarter of a calendar year may be approved administratively, and an extension of not more than three (3) days may be granted on (1) time by the City.
- F. Upon receipt of a complete preliminary approval application by the City and within ten (10) days, the City will advise the official contact person with the film production to proceed.
- G. The application must obtain at least sixty (61%) support in the form of signatures from active and open business, home owners or tenants (occupied) that are being impacted by filming. Impacted means disruption of regular access to property by owner or patrons. Preliminary approval by the City will define the area from which signatures must be obtained in the form of a map or description. Vacant, unoccupied properties and non-responses to the survey are not included in the total count. Reasonable attempts to contact businesses, home owners or tenants must be proven by the applicant.
- H. Failure by the film production to obtain the required percentage in a specific location will result in denial of the permit application for that location.
- I. The official contact person (location manager and staff as determined by the production) must participate in the administrative review (per 12-11-12 *Development Impact Review Requirements*) of the application at a time and place determined by the City. At a minimum, City department representatives shall invite business organization representatives or neighborhood group representatives being impacted by the film. These representatives may participate in the review discussion, final authority on decisions rests with the City.
- J. At least two (2) weeks before filming is to begin, the film production must provide an acceptable public awareness plan of the upcoming production using media including, but not limited to, newspaper, radio, flyers, Internet, and door

- hangers or notices in areas being impacted. The film production must provide evidence of such to City for approval.
- K. Arrangement for City services such as police, barricading, sanitation and utilities or any other specific request for services will be made at the time of application; fees for these services shall be based on actual costs.
 - L. There is no fee for documentaries, educational films, still photo shoots, or any production with a crew of ten (10) people or less.
 - M. Permitting fees shall be imposed at the rate of two hundred and fifty dollars (\$250.00) for all commercial feature or television projects with a crew size of eleven (11) people or more and/or a budget of \$50,000 or more.
 - N. On street/city right of way parking spaces in areas requested by the film production for purposes such as background shots to park picture cars are assessed at seven dollars (\$7.00) per day per space.
 - O. The film production may request to use City-owned property for the film production camp. A fee will be assessed for the use of City-owned property on a case by case basis. This section does not prevent the film production from using other locations not owned by the City as a base camp.
 - P. A deposit fee of two hundred dollars (\$200.00) is required per each specific film location and City owned parking lot being utilized by the film production. Each site occupied by the film production shall be cleaned of debris, litter, within one (1) day; and any other evidence of filming activity upon completion or removal of the activity no later than five (5) days after completion of filming activity. Upon inspection of the site(s) and approval by the City, deposit(s) shall be refunded.
 - Q. Modifications to the permit must be submitted to the City in writing, approval will be given at the discretion of the City.
 - R. Must be inspected and approved by the Fire Department.
 - S. All applications for major Movie, Video, and similar recording productions shall be made on forms published and provided by the City and shall be filed with the Community Development Department. Each applicant shall follow all procedures specified in the application, shall complete all questions, and pay all assessed fees, and provide requested material contained within the application form.
 - T. The City may revoke the Film Permit at any time for serious violations of the terms of the permit. The film production will be given a written warning and the opportunity to address infractions. A permit revocation may be appealed to the Board of Adjustment (Planning & Zoning Commission) pursuant to Article VI Section 12-6-3 (a) of the Zoning Ordinance. Upon receipt of the appeal, special meeting will be scheduled to consider the matter. The decision of the Board of Adjustment may be appealed to the City Council in accordance with 12-6-4 *Appeals from Board Action of the Zoning Ordinance*.

APPLICATION FOR PRELIMINARY APPROVAL:

SECTION 2: GENERAL INFORMATION

1. Applicant/Production Company: _____
2. On-site Contact: _____
3. Mailing Address: _____ City _____ State _____ Zip _____
4. Work Phone: _____ Cell Phone: _____ Pager/Mobile: _____
Fax: _____ Home Phone: _____ E-mail: _____
5. Producer (if different from applicant): _____
6. Organization Type: () Non-profit () For Profit () Government
() Corporation () Other

SECTION 3: FILMING DESCRIPTION

Film Title or Product: _____

Production Type: () Still () Film () Video () Multimedia () Other _____

Crew Size: _____ (attach key personnel contact list)

Classification:

() Feature () Short () Commercial

() Television movie/show/series () Music Video () Documentary

() Educational () Student () Other _____

Prep/Shoot dates: (**Attach Schedule**)

Insurance Provider: _____

Policy Number: _____ (**Attach Policy**)

SECTION 4: FILMING LOCATIONS AND PARKING

Check the location(s) within the City of Las Vegas that your company will be filming. PROVIDE AS MUCH DETAIL, MAPS, SUPPLEMENTAL DOCUMENTS, SEPARATE SHEETS, ETC. AS POSSIBLE FOR EACH LOCATION. The City's determination as to what areas will be affected and will require the film company to survey and obtain a 61% consensus will be based on this information.

- | | |
|--|---|
| <input type="checkbox"/> Railroad Historic District | <input type="checkbox"/> Douglas/6 th Street Historic District |
| <input type="checkbox"/> Plaza/Bridge Street Historic District | <input type="checkbox"/> Lincoln Park Historic District |
| <input type="checkbox"/> Carnegie Park Historic District | <input type="checkbox"/> Old Town Residential Historic District |
| <input type="checkbox"/> North New Town Historic District | |
| <input type="checkbox"/> El Distrito de las Escuelas | <input type="checkbox"/> NM Highlands Univ. Area Historic District |
| <input type="checkbox"/> Las Vegas Municipal Airport | <input type="checkbox"/> Roads (specify below) |
| <input type="checkbox"/> State/National Designated Areas | <input type="checkbox"/> Dee Bibb Industrial Park |
| <input type="checkbox"/> Educational Institutions (specify) | <input type="checkbox"/> Private Business(es) (specify below) |
| Physical Address(es) (attach schedule): | <input type="checkbox"/> Other (specify below) |

Show street(s) on an attachment indicating affected areas by the filming and proposed closures including the dates and times (provide map, detailed list, etc.) The City's determination as to what areas will be affected area will be based on this attachment, along with other information that is provided. Identify any special parking and traffic circulation requirements (e.g., road closures, detours, parking layouts.) Provide additional details as necessary.

Summarize sets and structures to be erected, or modified:

Summarize any special effects planned: (pyrotechnics, explosions, car crashes, etc.):

Summarize the planned use of vehicles, aircraft, helicopters, hot air balloons, etc.:

Summarize the use of animals: _____

List any additional matters of need: _____

Authorized Representative of Production Company

Title

Date

REVIEW & APPROVAL:

Community Development Department: _____ Date: _____

Elmer J. Martinez, 1700 N. Grand Avenue, (505)-454-1401 x3271

Comments:

Public Works Department: _____ Date: _____

Carlos Ortiz, 1700 Grand Avenue, (505)-454-1401-253

Comments:

Police Department: _____ Date: _____

Chief Christian Montano, 318 Moreno Street, (505)-425-7504

Comments:

Fire Department: _____ Date: _____
Chief Phillip Mares, 604 Legion Drive, (505)-454-9884

Comments:

Superior Ambulance Service Inc.: _____ Date: _____
708 Dalbey Drive (505)-454-9884

Comments:

N.M. Dept. of Transportation: _____ Date: _____
District 4 Office, US Highway 85, (505)-454-3600
Note: Use of State Right of Ways or property requires application to NM Department of Transportation on forms provided by that Department.

Comments:

City Utilities Department: ☐ ☐ ☐ ☐
 SOLID WASTE WASTE WATER WATER GAS

Utilities Department, 905 12th Street, Ken Garcia, (505) 454-1401 Ext. 265
Solid Waste Department, 35 Aragon Road, Lucas Marquez, (505) 426-3278

Comments:

NM Environment Department: _____ Date: _____
Rick Abreu, 2538 Ridge Runner Road, (505) 454-2802 -2803

Comments:

City Manager: _____ Date: _____
Timothy P. Dodge, 1700 N. Grand Avenue, (505)454-1401-222

Comments:

INDEMNIFICATION AND HOLD HARMLESS AGREEMENT

_____ agrees to defend, protect, indemnify
(Organization)

and hold the City of Las Vegas harmless from any personal injury or property damage

suffered or resulting from the _____
(Event)

and the participants, or by any third party from the _____
(Event)

which will be held at _____ on _____
(Place) (Date)

between _____ and _____.
(Time) (Time)

Signature

Subscribed and sworn to me before this _____ day of _____ 20____

Notary Public (Seal)

My commission expires: _____

Risk Management: _____ Date:

1700 N. Grand Avenue, Hank Segura/Andrew Quintana (505)-454-1401-289 or 290

Comments:

